

HONOR THE OATH



I DO SOLEMNLY SWEAR  
THAT I WILL SUPPORT AND DEFEND  
THE CONSTITUTION OF THE  
UNITED STATES AGAINST ALL ENEMIES,  
FOREIGN AND DOMESTIC;  
THAT I WILL BEAR TRUE FAITH  
AND ALLEGIANCE TO THE SAME;  
THAT I TAKE THIS OBLIGATION FREELY,  
WITHOUT ANY MENTAL RESERVATION  
OR PURPOSE OF EVASION;  
AND THAT I WILL WELL AND FAITHFULLY  
DISCHARGE THE DUTIES OF THE OFFICE  
UPON WHICH I AM ABOUT TO ENTER,  
SO HELP ME GOD.

## Where to Submit

U.S. Postal Service Delivery  
CIA Publications  
Review Board  
Washington, DC  
20505

UPS or FedEx Delivery

(b)(3) CIAAct

## How to Contact

(b)(3) CIAAct

E-mail:

(submit material as a single attachment)

(b)(3) CIAAct

Facsimile:

(b)(3) CIAAct

Questions?

Phone:

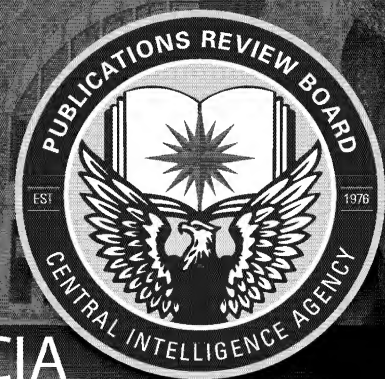
## On the Web

[https://www.cia.gov/about-cia/  
publications-review-board/](https://www.cia.gov/about-cia/publications-review-board/)

## QUESTIONS?

Phone:

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REVIEW BOARD

current  
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## WHO SHOULD SUBMIT?

If you are obligated by a CIA secrecy agreement and are writing or speaking about intelligence-related materials, foreign relations, or CIA employment or contract matters, you must submit your work prior to publishing or sharing it with anyone. Both official (prepared on government time for a government purpose) and nonofficial (personal) works related to intelligence must be submitted. Types of material meeting the submission criteria might include: résumés, books, articles, academic papers, speeches, blog posts, tweets, course syllabi, etc.

If you are unsure as to whether you should submit your work, please contact us.

The Board reviews your submission for classified information, information damaging to national security, harmful to U.S. foreign relations, or the CIA, as well as appropriateness in relation to your position. You should submit via internal channels if possible.

Please identify your immediate supervisor so the PRB can coordinate the review with them. You must obtain the written approval of the Publications Review Board prior to publication, and you will likely also be required to complete an *Outside Activity Request Form*.

### Co-Authors

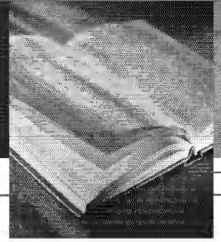
If you choose to collaborate with another author on your manuscript, please contact us prior to collaboration for more information regarding sharing and publishing requirements.

### Timeline

Please allow at least 30 working days for the review and coordination process to be completed. Coordination sometimes includes internal and external – State Department, DoD, NSC, etc. – entities. For lengthy, complex, or where significant coordination is required, review might take longer. Short manuscripts, such as editorials, usually do not require extensive coordination and are often completed more quickly. Only completed works are accepted.

The Board will formally notify you, in writing, of its decision.

*Please treat any manuscript as potentially containing classified material and refrain from sharing it with others before the Board provides final written approval for publication.*



## AFTER THE BOARD'S DECISION

### Adding or Changing Material

If you add material or change the version the Board has reviewed (beyond standard copyediting), you must submit these changes to us before sharing them with anyone else. Please mark or otherwise indicate the new material clearly so we can expedite our review. Additional items that require submission include but are not limited to photographs, captions, tables, illustrations, diagrams, charts, or maps.

**Books:** In addition to the Board's review of any changes, once you have received our formal approval to publish, that approval is contingent on your further submission of any galley proofs of the final manuscript, as it will appear in book form, so the Board can verify that the published version is the approved version. Your responsibility as the author is to ensure that the publisher releases only the Board approved version. We will work promptly to complete this final review, but please ensure that the publishing schedule permits adequate time for the Board to complete its work.

*The Board gives galley reviews high priority because it knows that authors and publishers have firm deadlines.*

### If You Disagree with the Board's Decision

If you disagree with the Board's determination, you may ask the Board in writing and within 30 days of the initial determination, to reconsider. Include any and all information or explanation of the facts that you believe the Board should know. You may include citations or copies of similar references that show this information to have been previously released and already in the public domain. Listing published citations, however, may not change the Board's decision, particularly if the examples constitute previous leaks and the information has not been officially released or acknowledged by CIA.

If the Board upholds its initial decision, you may then appeal formally the Board's reconsideration decision. Such appeals go to the Agency's Executive Director for a final Agency decision. If you wish to appeal, you must do so within 30 days of the reconsideration decision of the Board. The appeal must be in writing and must be sent to the Board's Chairman. Appeal documentation must include the material intended for publication and any supporting material you would like the Executive Director to consider.

### Manuscripts Containing Classified Information

If the Board determines your original manuscript contains classified information, we require that you return to us for destruction any and all versions of the work, in whatever form, and remove those items from your hard drive. We can offer the assistance of CIA security personnel in this regard.

### The Following Disclaimer May Be Required to be Included in any Approved Writing

This does not constitute an official release of Central Intelligence Agency (CIA) information. All statements of fact, opinion, or analysis expressed are those of the author and do not reflect the official positions or views of the CIA or any other U.S. Government agency. Nothing in the contents should be construed as asserting or implying U.S. Government authentication of information or CIA endorsement of the author's views. This material has been reviewed for classification and compliance with legal obligations.

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available commercially so we can  
add a copy to our library!*